



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMERGENCY MANAGEMENT PROGRAMS SUPERVISOR	37	A	11.603

DEFINITION OF CLASS:

Under administrative direction, is responsible for monitoring progress and assuring compliance with the terms of federal contract programs administered by the Division including the Hazards Management and Mitigation, Disaster Recovery Programs and Planning Programs; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises various professional and technical staff positions to ensure compliance with program policies and procedures. Supervisory duties are performed by planning, organizing and assigning work tasks, answering technical, administrative and policy questions about the work and instructing in special techniques; reviewing and evaluating the work for technical accuracy and conformance with established policies and procedures; identifying and providing training needs; appraising individual performance and providing guidance on improvement.

Manages the contract program to ensure compliance with federal requirements in the completion of state objectives, including quality standards. Provides technical assistance to political subdivisions and/or local agencies in preparing and filing grant applications and budgets. The assistance is designed to ensure the application is complete, accurate, thorough and is in compliance with all the requirements stipulated by the granting authority. Compliance is assured by referencing all the rules, regulations and guidelines listed in the grant application and reviewing the completed application against the state and federal requirements. Completed applications are reviewed to ensure the applicant is in compliance.

Supervises and assists the hazard mitigation unit on such matters as floodplain management or hazardous materials ordinances for Nevada's jurisdictions, advance measures workshops and projects designed to eliminate or reduce the impact of natural and technological hazards, preplanning and project work with scientific/technical personnel statewide on seismology studies, weather related hazards, and other natural phenomena or technological hazards that could potentially impact Nevada communities and residents, and the follow-up to such projects to implement measures for advanced warning and hazards reduction.

EXAMPLES OF WORK: (cont.)

Responsible for maintenance of the State Emergency Plan and comprehensive cooperative agreement to assure accurate reflection of roles and capability in emergency response. Conducts reviews and analysis of the administrative plan with staff and agency representatives.

Manage, under administrative direction, the Disaster Recovery Program under conditions of State or federally declared disasters including the preparation and maintenance of such administrative plans as supports the program. Interfaces with local jurisdictions and federal agencies as required to assist the Director in his duties as the Governor's authorized representative pursuant to 44CFR and State regulations.

Supervises and assists the planning unit in joint planning efforts with local, county, state, federal and private organizations for emergency operations. Arranges for or conducts research and planning studies in local communities and assists local planning staffs in collecting and analyzing data for the purpose of either assessing the feasibility for specific projects, assessing community needs in the development of an area plan or updating an existing plan. The studies are conducted by reviewing previous studies, conducting surveys in the areas being studied, reviewing results of any previous federal, local or state funded projects, and interviewing residents in the area. The work is reviewed after the plan is initially drafted to verify consistency with the overall state plan and/or compliance with local laws, rules and statutes.

Negotiates agreements with federal granting agencies under direction of the division head. Agencies include: FEMA, DOE, EPA and NWS. Duties include preparation of agreements, grant proposals, reports, deliverables, fiscal monitoring and reporting.

Serves as Duty Officer and Officer-Of-The-Day on a periodic basis for the Division.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of all specific FEMA and State rules, regulations, policies and statutes pertaining to grant-in-aid or planning projects. Knowledge of the State plan, relating to grant-in-aid projects or planning projects designated to be carried out within the Emergency Management Division. Knowledge of the agency's legal responsibility in administering a grant-in-aid project within the State.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the principles and methods of program planning as it relates to reviewing, analyzing and prioritizing the various grant-in-aid and planning projects of the agency. Knowledge of State and local governments and community organizations as this knowledge pertains to interfacing with

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

the federal government on grant-in-aid projects. Knowledge of the principles and techniques of data collection, evaluation and analysis as this process applies to assessing the needs of a particular grant project or revising and/or updating existing area or statewide plans. Knowledge of the principles and practices of supervision as they pertain to providing administrative and technical supervision to subordinate personnel. Knowledge of the principles of budget development as this knowledge related to developing the agency's budget requirements for administering the grant-in-aid projects. Knowledge of the principles of non-military defense.

Ability to communicate study results in oral, written or graphic form to the federal government and/or other interested parties. Ability to interpret a variety of rules, regulations and policies as they pertain to grant-in-aid projects. Ability to establish and maintain cooperative working relationships as this function pertains to liaison functions between the federal government and the State or its political subdivisions. Ability to develop, revise and enforce procedures to monitor grant-in-aid projects as they pertain to both fiscal and program integrity of the projects. Ability to deal effectively and cooperatively with governmental officials at many levels and interested individuals. Ability to interpret, evaluate, plan and develop a diverse and comprehensive program. Ability to speak and write effectively and convincingly.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in Business Administration, Public Administration or closely related field and three years of experience which involved managing emergency management program and monitoring compliance with federal programs; OR

II

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

NOTE: Applicants must be able to obtain a security clearance from F.E.M.A. or the military prior to being considered for appointment.

NOTE: Employees may be required to work varied shifts, weekends and holidays.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.603

ESTABLISHED:	12/60
REVISED:	7/1/85R
	10/25/85PC
REVISED:	10/19/90-3
REVISED:	7/1/95P
	9/16/94PC